

Law, Legislative Services & Security Report to
Executive Committee
2025 September 08

ISC: UNRESTRICTED
EC2025-0764

Response to Notice of Motion EC2025-0521 Upholding Reporting and Accountability of Council

PURPOSE

This purpose of this report is to provide recommendations to align certain Council policies with recent amendments to the *Municipal Government Act* and to provide a voluntary respectful workplace policy for individual councillors to use with their staff.

PREVIOUS COUNCIL DIRECTION

At its 2025 May 27 Regular Meeting, Council directed Administration to report to the 2025 June 17 meeting of Executive Committee with completed actions where possible and the scope of work and timelines to:

- Propose amendments to Council policies and bylaws which reference the *Code of Conduct for Elected Officials* Bylaw 26M2018 (“Code of Conduct Bylaw”) and to ensure they align and are compliant with the *Municipal Government Act* (“MGA”) with respect to reporting of spending of public funds through ward budgets;
- Retain a process for councillors to opt into public reporting of gifts or personal benefits, meetings, taken, and events attended; and
- Create a respectful workplace policy for councillor staff which councillors may choose to use individually upon signing contracts.

More information on background and previous Council direction is provided in Attachment 1.

RECOMMENDATIONS:

That Executive Committee recommend that Council:

1. Adopt amendments to the *Councillors Assistants Policy* PAC005 as provided in Attachment 3.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The Acting City Solicitor & General Counsel, Lynne Davies, concurs with the information in this report.

HIGHLIGHTS

- Administration, including early consultation with Dr. Laidlaw, has completed the review of Council policies and bylaws impacted by recent amendments to the MGA and identified gaps and continuing obligations (Attachment 2).
- Amendments to the *Councillors Assistants Policy* PAC005 are recommended to provide a voluntary respectful workplace policy for individual Councillors to use with their staff in accordance with their legal obligations as an employer and human resources best practices.

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- Administration will review of the *Information Management and Computer Resources Policy – Office of the Councillors* (PAC011) and bring any proposed amendments through the Council Services Committee.

DISCUSSION

As directed by Council at its 2025 May 27 Regular Meeting, Administration returned to the 2025 June 17 meeting of Executive Committee and provided an outline of work to be completed with a target of returning to Council in Q3 2025.

Status of Council Policies and Bylaws

Administration has completed its review of the policies and bylaws that reference the *Code of Conduct Bylaw* or that have been directly impacted by the MGA amendments. Attachment 2 provides an update on this review and identifies both: (1) current legal obligations; and (2) a review of the status of various policies and bylaws.

Council Policy Review and Updates

The *Information Management and Computer Resources Policy – Office of the Councillors* (PAC011) requires a minor update due to the recent MGA amendments to remove reference to the previous version of the Code of Conduct for Elected Officials Bylaw. This does not impact the current application of this policy. Administration will present this recommendation for update through the Council Services Committee in the normal course of its Council Policy review work.

Respectful Workplace Policy for Councillors' Staff

Administration's *Respectful Workplace Policy* (ALT2020-1092) is incorporated by reference in the existing template for Councillors' Assistants contracts, as contained in the *Councillors Assistants Policy* (PAC005). With the recent MGA amendments, this reference should be deleted. It is proposed that "General Guidelines: Section 9" of this Council Policy be deleted in its entirety and that it be replaced with a new section 9 setting out the ability to adopt a Respectful Workplace Policy. In addition, a template Respectful Workplace Policy should be added to the Council Policy as Appendix H. If employing Councillors decide to adopt the Respectful Workplace Policy in their employment of Councillors Assistants, it would be signed at the same time as the Councillors Assistants contracts. The proposed revisions to the *Councillors Assistants Policy* (PAC005) are contained in Attachment 3.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

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IMPLICATIONS

Social

Not Applicable.

Environmental

Not Applicable.

Economic

Not Applicable.

Service and Financial Implications

No anticipated financial impact

RISK

The recommendations ensure alignment and compliance with the recent amendments to the MGA.

ATTACHMENTS

1. Background and Previous Council Direction
2. Council Policy & Bylaw Review: Legal and Ethical Obligations in the Absence of a Code of Conduct Bylaw
3. Proposed Wording for *Councillors Assistants Policy* PAC005
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Lynne Davies, Acting City Solicitor & General Counsel	Law, Legislative Services & Security	Approve
Lynne Davies, Director	Law, Legislative Services & Security	Approve
Katarzyna Martin, Director/City Clerk	Law, Legislative Services & Security	Inform
Chris Arthurs, General Manager	People, Innovation & Collaboration Services	Inform
David Duckworth, Chief Administrative Officer	Chief Administrative Officer's Office	Inform

Author: Law, Legislative Services & Security